

RECREATIONAL TRAIL PROGRAM GRANT

Grantee WebGrants Guidance

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Last Updated: 5/2023

WEBGRANTS REGISTRATION

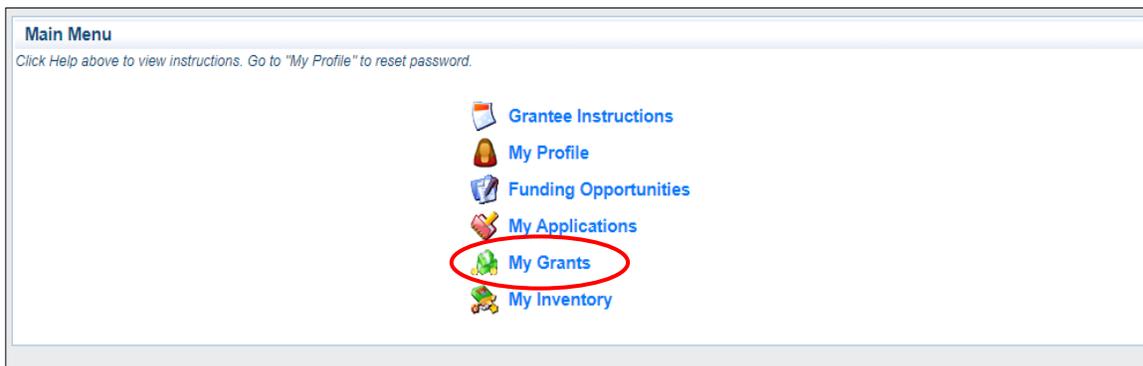
All individuals must have a unique account in WebGrants. Individuals may not share accounts, even if they belong to the same organization. To create an account in WebGrants:

1. Visit funding.mt.gov and navigate to the **“Register Here”** link on the WebGrants login page.
2. Complete and submit the registration form
3. **Notify the RTP Manager** so they can approve your request and associate you with the appropriate organization and grants. The RTP Manager may request you provide approval from an organization before connecting you with its WebGrants account.

CLAIMS & PAYMENT

Claims (reimbursement requests) are required to be submitted, at a minimum, every 8-months from the agreement start date. See the RTP Grantee Guidelines for more information on the claim schedule.

1. Log into Web Grants (www.fundingmt.org) and click on **My Grants**.



2. Click on the **Title of the Grant** to display all the grant components.

The screenshot shows the 'Grant Tracking' page. It has a header with the 'Grant Tracking' title and a search bar. Below the header, there is a table of 'Current Grants'. The table has columns for ID, Status, Year, Project Title, Program Area, Grant Administrator, and Awarded Amount. The 'Project Title' column is circled in red. Below the table, there is a 'Total' row and a 'Showing 1 - 2 of 2' indicator.

ID	Status	Year	Project Title	Program Area	Grant Administrator	Awarded Amount
89426	Underway	2019	Culbertson School	FWP MT WILD	Corie Rice	\$2,500.00
89688	Underway	2019	Pine Creek School	FWP MT WILD	Corie Rice	\$78.00
Total						\$2,578.00

3. Click on the **“Claims”** tab within grant components.

The screenshot shows the 'Grant Components' page. It has a header with the 'Grant Components' title. Below the header, there is a table with two columns: 'Component' and 'Last Edited'. The 'Claims' component is circled in red.

Component	Last Edited
General Information	08/27/2019
Status Reports	
Claims	
Project Budget	05/14/2019
Contract Documents	05/22/2019
Project Amendment Request	
Opportunity	-
Application	-

4. Select **“Add”** to start a new Claim.

Menu | Help | Log Out | Back | Print | **Add** | Delete | Edit | Save

Grant Tracking

Grant: RTP1999 - Test Grant - 2019

Status: Underway
 Program Area: FWP RTP Recreational Trails Program
 Grantee Organization: ZZ FWP Test Organization
 Program Officer: Michelle McNamee
 Awarded Amount: \$20,000.00

Claims Copy Existing Claim | Return to Components

ID	Type	Status	Date Submitted	Date Paid	Date From-To	Claim Amount
RTP1999 - 001	Reimbursement	Withdrawn	10/18/2019		10/14/2019 - 10/17/2019	-
RTP1999 - 002	Reimbursement	Editing			-	\$0.00
RTP1999 - 003	Reimbursement	Editing			02/23/2020 - 05/05/2020	\$0.00
RTP1999 - 004	Payment	Editing			07/20/2020 - 07/20/2020	\$0.00
Submitted Amount						\$0.00

5. On the Claim Screen:

- a. Select **“Reimbursement”** in the Claim Type box.
- b. Enter Report Period. *If this is a final reimbursement request for the project, select **“Final Request”***
- c. **“SAVE”**
- d. Select **“Return to Components”**

Menu | Help | Log Out | Back | Print | Add | Delete | Edit | **Save**

Grant Tracking

Claim Instructions

Instructions: Please enter the period you are requesting funds for, Category, if applicable, and Claim Type (reimbursement). Once these fields have been completed, click on “Save” and “Return to Components” to view and complete the other form(s) required to complete your request for payment.

Claim General Information

To create a new Claim enter the starting date and the ending date of the Report Period. This is the period of coverage for this Claim.

Claim Type: * Reimbursement

Report Period: [From Date] [To Date]

Final Request?

6. On the Components page, select **“Reimbursement”**

Instructions

Please enter the period you are requesting funds for, Category, if applicable, and Claim Type (reimbursement). Once these fields have been completed, click on “Save” and “Return to Components” to view and complete the other form(s) required to complete your request for payment.

Components Preview | Submit

Complete each component of the Claim and mark it as complete. Click Submit when you are done.

Name	Complete?	Last Edited
Reimbursement	✓	12/02/2021
Various Reporting Forms		
Claim Supporting Documentation		
Equipment Purchase Claim Form		
RTP Reimbursement Checklist		

7. Enter your Reimbursement and Match amounts.
 - a. **“SAVE”**
 - b. **DOUBLE CHECK** on the bottom right corner of the budget table that you are showing a 20% minimum match balance (culminative). Match is based off the *Total Project Cost*

Menu | Help | Log Out Back | Print | Add | Delete | Edit | **Save**

Grant Tracking

Claim: RTP1999 - 006 Grant Components

Grant: **RTP1999-Test Grant**
 Status: Editing
 Program Area: FWP RTP Recreational Trails Program
 Grantee Organization: ZZ FWP Test Organization
 Program Manager: Michelle McNamee

Reimbursement

Budget Category	Contract Budget	Expenses This Period	Prior Expenses (Paid)	Contract Match	Match Expenses This Period	Prior Match Expenses
RTP Project Budget						
Design and Engineering						
Design and Engineering	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Salaries/Payroll						
Salaries/Labor	\$0.00	\$0.00	\$0.00	\$5,000.00	5000	\$0.00
Taxes	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction/Materials						
Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$20,000.00	20000	\$0.00	\$0.00	\$0.00	\$0.00

8. On next screen, select **“Mark as Complete”**. *If this is not done, you cannot submit your claim.*

Reimbursement **Mark as Complete** | Go to Claim Forms

Budget Category	Contract Budget	Expenses This Period	Prior Expenses (Paid)	Total Paid	Available Balance (Unpaid)	Contract Match	Match Expenses This Period	Prior Match Expenses	Total Match	Remaining Match Requirement	Match Percentage
RTP Project Budget											
Category											
Design and Engineering											
Design and Engineering	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
Salaries/Payroll											
Salaries/Labor	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00	\$0.00	\$5,000.00	\$0.00	--
Taxes	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
Construction/Materials											

9. On the Components page, select **“Claim Supporting Documentation”** to upload the supporting documentation for your claim.

Components Preview | Submit

Complete each component of the Claim and mark it as complete. Click Submit when you are done.

Name	Complete?	Last Edited
General Information	✓	04/22/2013
Reimbursement		
RTP Reimbursement Checklist		
Claim Supporting Documentation		
Vehicle Reporting Forms	✓	04/25/2013
Equipment Purchase Claim Form		

10. On the Claims Supporting Documentation screen, select **Add**

The screenshot shows a web application interface for 'Grant Tracking'. At the top, there is a navigation bar with icons for Menu, Help, Log Out, Back, Print, Add (circled in red), Delete, Edit, and Save. Below the navigation bar, the main content area is titled 'Grant Tracking' and displays details for a claim: 'Claim: RTP1899 - 003', 'Grant: RTP1899-Test Trails Project', 'Status: Editing', 'Program Area: FWP RTP Recreational Trails Program', 'Grantee Organization: test organization', and 'Program Manager: Michelle McNamee'. A section titled 'Claim Supporting Documentation' includes instructions: 'In order to upload your supporting documentation, click on the green "Add" button on the top menu bar. USFS grantees: please upload the USFS Bill for Collection associated with your project.' Below this is a table with columns for Description, File Name, File Size, and Date Uploaded. A 'Last Edited By:' field is visible at the bottom right.

11. You can attach your named documents to any of these named attachments. "Various Reporting Forms" only allows for one upload and "Claim Supporting Documentation" allows for multiple.

The screenshot shows a web application interface for 'Claim'. At the top, there is a navigation bar with icons for Menu, Help, Log Out, Back, Print, Add (circled in red), Delete, Edit, and Save. Below the navigation bar, the main content area is titled 'Claim' and displays the 'Attach File' section. It includes instructions: 'Please fill out all of the required reporting forms listed below that pertain to your specific type of RTP project. You will also need to upload any additional source documentation in your claim request in order to be approved for payment. To access and download the Required Reporting Forms click here'. Below this is the 'Attachment Instructions' section, which includes a text input field for 'Description:*' and a file upload section with an 'Upload File:' label, a text input field, and a 'Browse...' button.

12. Remember to **Save** at each screen & select **Mark as Complete** when you have completed each of the categories.

13. Select **RTP Reimbursement Checklist** and answer all questions. **Save & Mark as Complete.**

You must mark the other forms Complete to get your Claim Request submitted

*The components do not have to contain uploads or information if they do not pertain to your project type. However, you will still have to open each form and **Save** and **Mark Complete**.*

14. After you have completed all of the claim components and uploaded all of your source documentation, you click on **“Submit”**.

The screenshot shows the 'Grant Tracking' interface. At the top, there are navigation links: Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. The main content area displays the following information:

- Claim:** RTP1899 - 003
- Grant:** RTP1899-Test Trails Project
- Status:** Editing
- Program Area:** FWP RTP Recreational Trails Program
- Grantee Organization:** test organization
- Program Manager:** Michelle McNamee

Below this is an 'Instructions' section with the text: "Please enter the period you are requesting funds for, Category, if applicable, and Claim Type (reimbursement). Once these fields have been completed, click on 'Save' and 'Return to Components' to view and complete the other form(s) required to complete your request for payment."

The 'Components' section contains a table with the following data:

Name	Complete?	Last Edited
General Information	✓	03/19/2019
Reimbursement		10/21/2019
Claim Supporting Documentation		

At the bottom right of the 'Components' section, there are two buttons: 'Preview' and 'Submit'. The 'Submit' button is circled in red.

Once you have submitted your claim, it cannot be changed. If you need to get back into your claim, contact your Program Manager who will unlock the claim for you to access. Your Program Manager will be notified of your claim submission and begin the approval process.

Checking Your Reimbursement Request Status

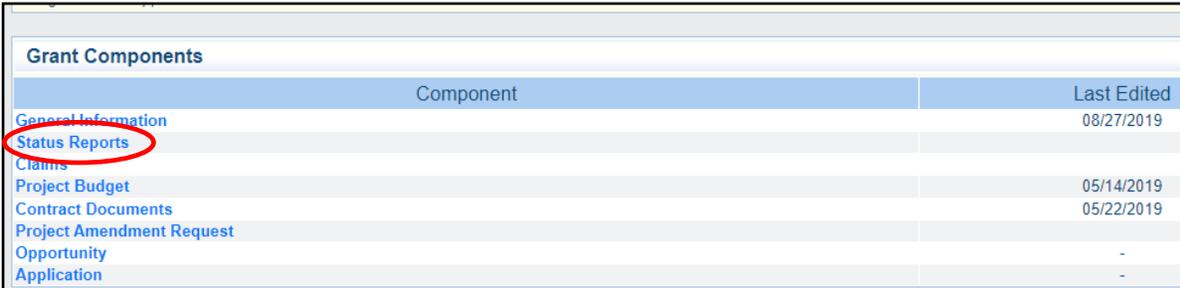
You can check the status of your claim in WebGrants within the “Claims” portion of your grant. The table below clarifies the possible reimbursement request statuses you may see.

Claim Status	Claim Status Meaning
Editing	You have not yet submitted your claim and can still modify it. Your claim is not in the RTP Manager’s review queue.
Submitted	The claim is in the RTP Manager’s queue and is going through the review process. You will hear back from the RTP Manager if modifications are necessary.
Approved	Your claim has made it through the review process. The claim is being processed for payment.
Paid	Your claim payment has been processed. You should be receiving reimbursement payment shortly (via check or direct deposit).
Withdrawn	You or the RTP Manager withdrew (deleted) the claim.
Correcting	The RTP Manager has re-opened your claim due to inaccuracies/ineligibility. Modification and re-submission are required by the grantee.

STATUS REPORTS

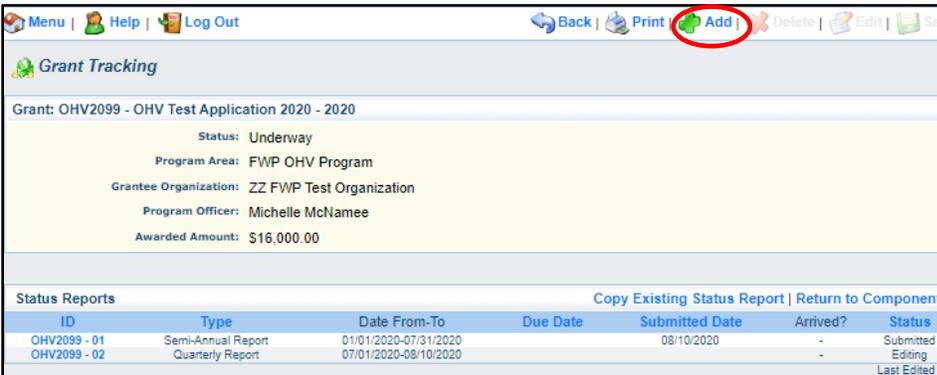
Status reports are due every 8-months from the agreement start date. See the Grantee Guidelines and Agreement Cover Form for more information on the status report schedule.

1. Navigate to your Grant Award Page and select **"Status Report"**



Grant Components	
Component	Last Edited
General Information	08/27/2019
Status Reports	
Claims	
Project Budget	05/14/2019
Contract Documents	05/22/2019
Project Amendment Request	
Opportunity	-
Application	-

2. Select **"Add"** from the top of the page



Menu | Help | Log Out | Back | Print | **Add** | Delete | Edit | Save

Grant Tracking

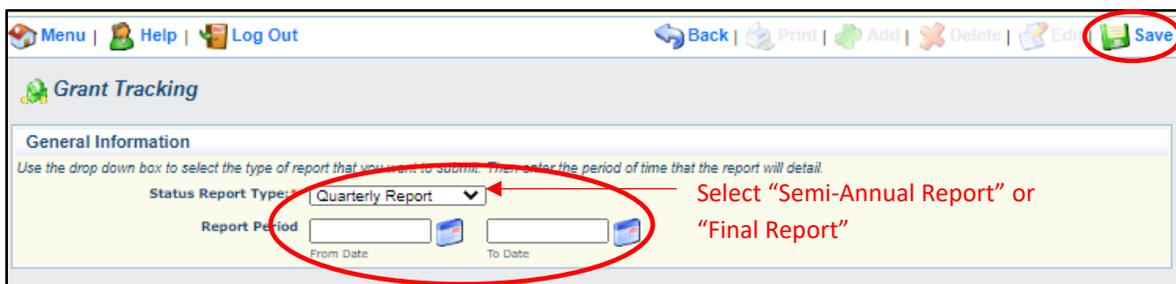
Grant: OHV2099 - OHV Test Application 2020 - 2020

Status: Underway
Program Area: FWP OHV Program
Grantee Organization: ZZ FWP Test Organization
Program Officer: Michelle McNamee
Awarded Amount: \$16,000.00

Status Reports Copy Existing Status Report | Return to Component

ID	Type	Date From-To	Due Date	Submitted Date	Arrived?	Status
OHV2099 - 01	Semi-Annual Report	01/01/2020-07/31/2020		08/10/2020	-	Submitted
OHV2099 - 02	Quarterly Report	07/01/2020-08/10/2020			-	Editing

3. On the next page you will select your status report type and enter your reporting period.
 - a. RTP agreements use **"Semi-Annual Reports"** for all reports unless submitting the final report, then select "Final Report"
 - b. The reporting period should accurately encompass the amount of time since your last report/claim (for your first report, should be since the start of your agreement)
 - c. **"SAVE"**



Menu | Help | Log Out | Back | Print | **Add** | Delete | Edit | **Save**

Grant Tracking

General Information

Use the drop down box to select the type of report that you want to submit. Then enter the period of time that the report will detail.

Status Report Type: **Quarterly Report** ← Select "Semi-Annual Report" or "Final Report"

Report Period: From Date To Date

4. On the status report landing page, select **“Semiannual Status Report”**

Status Report: OHV2099 - 03

Grant: OHV2099-OHV Test Application 2020
Status: Editing
Program Area: FWP OHV Program
Grantee Organization: ZZ FWP Test Organization
Program Manager: Michelle McNamee

Components [Preview](#) | [Submit](#)

Complete each component of the status report and mark it as complete. Click Submit when you are done.

Name	Complete?	Last Edited
General Information	✓	12/10/2021
Semiannual Status Report		

5. Complete the writing prompts displayed

a. **“SAVE”**

Project Status

What RTP project goals did you accomplish or make progress on during the past 6 months? *

Font Family | Font Size | **B** | *I* | U | [List Icons] | [Link Icon] | [Image Icon] | [Table Icon] | [Undo Icon] | [Redo Icon]

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6. Mark components as complete and **“Submit”**

AMENDMENT REQUESTS

If you anticipate moving more than 10% of your budget between categories, incorporating expenses not originally approved within the budget and budget narrative, major changes in the Scope of Work, or if you wish to seek an extension to the agreement, **first reach out to the RTP Manager to discuss these changes to determine if an amendment is needed.** If needed, an amendment request must be submitted through WebGrants. Amendments must first be approved before changed work or expenses can be completed.

1. Navigate to your Grant Award Page and select **“Project Amendment Request”**

Grant Components	
Component	Last Edited
General Information	08/27/2019
Status Reports	
Claims	
Project Budget	05/14/2019
Contract Documents	05/22/2019
Project Amendment Request	
Opportunity	-
Application	-

2. Select **“Edit”** at the top of the page

The screenshot shows the 'Grant Tracking' interface for a grant titled 'RTP23test - Test #3 - 2023'. The grant status is 'Underway'. The program area is 'FWP RTP Recreational Trails Program', the grantee organization is 'ZZ FWP Test Organization', the program officer is 'Stephanie Clemen', and the awarded amount is '\$200.00'. Below this information is a section titled 'RTP Amendment or Extension Request' with a 'Return to Components' link. The form contains several prompts: 'Are you requesting an amendment to your project scope or budget?*', 'Are you requesting a contract extension?*', 'What are you proposing to change in your project scope and/or budget? Please be specific.*', and 'Why is the project scope change and/or contract extension necessary? Please be specific.*'. At the top right of the page, there is a navigation bar with icons for Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. The 'Edit' button is circled in red.

3. Complete each of the provided prompts and select **“Save”** at the top of the screen
4. Contact the RTP Manager to notify them that the request has been submitted
 - a. Once submitted, approval must be obtained by FWP and the Federal Highway Administration
 - b. An addendum will be developed, requiring a signature from FWP and the Subrecipient
 - i. No work related to the amendment may take place until after the addendum is completed and signed.